

ACCESS TO INFORMATION MANUAL

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 / 2000

GRW HOLDINGS (PTY) LTD and subsidiaries (“the company”)

This includes:

GRW Engineering (Pty) Ltd

GRW Commercials (Pty) Ltd

GRW Engineering JHB (Pty) Ltd

GRW Financial Services (Pty) Ltd

GRW Investments Holdings (Pty) Ltd



ENGINEERING & SERVICE EXCELLENCE

CONTENTS

1. COMPANY DETAILS
2. SOUTH AFRICAN HUMAN RIGHTS COMMISSION'S GUIDE
3. RECORDS OF THE COMPANY AND REQUEST FOR ACCESS TO A RECORD
4. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION
5. OTHER INFORMATION MAY BE PRESCRIBED
6. AVAILABILITY OF RECORDS
7. FQS

SECTION 51 (1) (a)

1. COMPANY DETAILS

Name of Business	GRW HOLDINGS (PTY) LTD and Subsidiaries Includes: GRW Engineering (Pty) Ltd GRW Commercials (Pty) Ltd GRW Engineering JHB (Pty) Ltd GRW Financial Services (Pty) Ltd GRW Investments Holdings (Pty) Ltd
Registration Number	GRW HOLDINGS (PTY) LTD 2000/009011/07 GRW Engineering (Pty) Ltd 2005/033295/07 GRW Commercials (Pty) Ltd 2003/028643/07 GRW Engineering JHB (Pty) Ltd 2003/028643/07 GRW Financial Services (Pty) Ltd 2003/005111/07 GRW Investments Holdings (Pty) Ltd 1999/022039/07
Contact Person	Niel du Plessis
Physical Address	20 Abattoir Road, Worcester, 6850
Postal Address	P.O. Box 5102, Worcester, Western Cape, 6849, South Africa
Telephone	023 348 6300
Fax	023 347 3895
Email	grw@grw.co.za
Website	http://www.grw.co.za

SECTION 51 (1) (b)

2. SOUTH AFRICAN HUMAN RIGHTS COMMISSION'S GUIDE

Please direct queries to:

The South African Human Rights Commission:
PAIA Unit, The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300, Fax: +27 11 484-0582,
Website: www.sahrc.org.za,
E-mail: PAIA@sahrc.org.za

SECTION 51 (1) (c) AND 51 (1) (e)

3. RECORDS OF THE COMPANY AND REQUEST FOR ACCESS TO A RECORD

Records which are available without a person having to request access in terms of this Act in terms of section 52(2)[Section 51(1)(c)]



GERHARD VAN DER MERWE
CEO
13 JANUARY 2012

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

The Request Procedures

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Section 51(1)(d)

4. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997

Companies Act No. 71 of 2008

Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

Competition Act 89 of 1998

Consumer Protection Act 68 of 2008

Customs and Excise Act No. 91 of 1964

Deeds Registries Act 27 of 1937

Electronic Communications and Transactions Act No. 25 of 2002

Electronic Communication Act 36 of 2005

Employment Equity Act No. 55 of 1998

ICASA Act 13 of 2000

Income Tax Act No. 58 of 1962

Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000

Regulation of Interception of Communication and Provision of Communication –related Information Act 70 of 2002

Skills development Levies Act No. 9 of 1999

South African Revenue Services Act 34 of 1997

Telecommunications Act 103 of 1996

Trademarks Act No. 194 of 1993

Unemployment Insurance Act No. 30 of 1966

Value - Added Tax Act No. 89 of 1991



Section 51(1)(f)

5. OTHER INFORMATION MAY BE PRESCRIBED

GERHARD VAN DER MERWE
CEO
13 JANUARY 2012

The Ministry of Justice and Constitutional Development has not made any regulations in this regard.

Section 51(3)

6. AVAILABILITY OF RECORDS

The manual is available at our offices free of charge; and copies are available with the SAHRC, in the Gazette and on our website as listed above.

7. FQS

Who may request a record?

Any person including a department of state and a person acting on behalf of another person.



GERHARD VAN DER MERWE
CEO
13 JANUARY 2012

ANNEXURE A

DESCRIPTION OF RECORDS TABLE

CATEGORIES OF RECORDS ON EACH SUBJECT	FORM HELD	AVAILABILITY
1. Company Secretarial Records		
Company Incorporation Documents	Electronic and physical	Not automatically available
Names of Directors	Electronic and physical	Not automatically available
Salaries of Directors	Electronic and physical	Not automatically available
2. Financial Records of the Company		
Financial statements	Electronic and physical	Yes in accordance with the Companies Act
Documents relating to taxation of the company	Physical	Not automatically available
Financial Agreements	Physical	Not automatically available
Banking Details	Electronic and physical	Automatically available. Send email to volande@jirehtech.co.za
3. Insurance of Company		
Insurance Policies held by the Company	Physical	Not automatically available
Register of all immovable property owned by the company	Physical	Not automatically available
4. Employees		
List of Employees	Electronic and physical	Not automatically available
Personal information of employees	Electronic and physical	Not automatically available
Employee contracts of employment	Electronic and physical	Not automatically available
Salaries of Employees	Electronic and physical	Not automatically available
Leave records	Physical	Not automatically available
5. Company Policies and Directives		
Internal relating to employees and the company	Electronic and physical	Not automatically available
External relating to clients and other third parties	Electronic and physical	Not automatically available
6. Agreements or Contracts		
Standard Agreements	Physical	Not automatically available
Contracts concluded with customers	Physical	Not automatically available
NDA's	Physical	Not automatically available
Letter's of Intent, MOU's	Physical	Not automatically available
Third party contracts (such as JV agreements, VAR Agreements etc.)	Physical	Not automatically available
Office management contracts	Physical	Not automatically available
Supplier contracts	Physical	Not automatically available
7. Regulatory		
Permits, Licences or Authorities	Physical	Not automatically available
8. Published Information		
External Newsletters and Circulars	Electronic and physical	Not automatically available
Internal Newsletters and Circulars	Electronic and physical	Not automatically available
Information on the company published by third parties	Electronic and/or physical	Not automatically available
9. Customer Information		
Customer Details	Electronic and physical	Not automatically available
Contact details of individuals within customers	Electronic and physical	Not automatically available
Communications with customers	Electronic and physical	Not automatically available
10. Reference Materials		
Books	Electronic and Physical	Not automatically available
Newsletters and journals articles	Electronic and physical	Not automatically available
Magazines	Physical	Not automatically available
Newspaper articles	Physical	Not automatically available
11. Systems, Solutions and Interfaces		
Trade secrets and intellectual property pertaining to solutions and products developed.		Not available
Usage of solutions and products	Electronic and physical	Available on Non-Disclosure



GERHARD VAN DER MERWE
CEO
13 JANUARY 2012

ANNEXURE B

REQUEST FOR ACCESS FORM <i>(In terms of The Promotion of Access to Information Act)</i>			
NAME OF THE COMPANY TO WHOM THE REQUEST IS MADE			
[Insert full name of company]			
PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE (IF APPLICABLE)			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF RECORDS REQUESTED			
REFERENCE (if applicable) :			
FORM OF ACCESS TO RECORD			
NOTES:			
a) Compliance with your request in the specified form may depend on the form in which the record is available.			
b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.			
c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
<i>(Mark the appropriate shaded box with an X.)</i>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If the record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack	<input type="checkbox"/>	transcription of soundtrack* (written or printed)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
* If you requested a copy or transcription of a record (above), do you wish the copy or transactions to be posted to you?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in which form the record is required.			
Disability			
Form in which record is required:			
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED			
EXPLANATION OF WHY RECORD IS REQUIRED FOR EXERCISE OR PROTECTION OF ABOVEMENTIONED RIGHT			
NOTICE OF DECISION REGARDING REQUEST FOR ACCESS			
You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.			
SIGNATURE			
Signed at		Date	
Signature of the Requester			



GERHARD VAN DER MERWE
CEO
13 JANUARY 2012